

Dear

Thank you for offering your time and talents to help
Important programs such as FAFSA Frenzy would not be possible without volunteers like you.

FAFSA Frenzy.

The following is important information about
event:

FAFSA Frenzy

Your assigned role:

- _____ Promotion assistant: put up signage and help spread the word.
- _____ Set-up crew: turn on computers and bring up the *fafsa.gov* website, set up tables and instruction video.
- _____ Greeter: welcome guests and point them in the right direction.
- _____ Check-in table attendant: assist students and parents as they sign-in to the FAFSA Frenzy event.
- _____ FAFSA assistants (1) : help students and parents who need to complete a FAFSA worksheet before moving on the next station.
- _____ FAFSA assistants (2): help students and parents register for an FSA ID.
- _____ FAFSA assistants (3): make sure families are on the correct website and field basic *fafsa.gov* questions.
- _____ Financial aid experts: answer in-depth or uncommon questions about the FAFSA.
- _____ Presenter or facilitator: give a brief overview of the FAFSA process.
- _____ Survey and scholarship drawing assistant: assist students and parents as they complete and turn in their survey and scholarship drawing forms.
- _____ Runners: be available to get additional supplies like pencils, pens, forms, etc., as needed.
- _____ Clean-up crew: help shut down computers, collect trash, take down signs and put away tables and supplies.
- _____ Translators: provide help to non-English speaking students and parents, as needed.
- _____ Refreshment table helpers: keep the refreshment table clean and stocked.
- _____ Childcare provider: have puzzles, books and games available to keep younger children occupied.

TIME YOU SHOULD ARRIVE:

ESTIMATED TIME OF DEPARTURE:

REMINDERS:

Volunteers should refrain from wearing clothing which promotes any specific postsecondary institution or business.

Event day phone number:

Respectfully,